

Graduate & Family Housing  
Final Inspection Sheet

ALL ROOMS IN YOUR APARTMENT MUST BE LEFT CLEAN:

- ALL walls wiped clean with a wet, clean cloth
- ALL original furniture put in the appropriate room (if furnished apartment)
- ALL personal items removed from walls, doors, ceiling, floor, desks, dressers and cabinets
- ALL trash and personal items removed from the apartment
- ALL bathroom sink, tub, toilet and floor cleaned
- ALL surfaces of stove and oven must be cleaned (including drip pans and under the stove top)
- ALL surfaces of the refrigerator must be cleaned (inside as well as outside)
- ALL stoves and refrigerators moved out from the wall and cleaned; clean floor underneath and walls behind stove and refrigerator EXCEPT FACULTY/STAFF COURT—DO NOT MOVE STOVE OR REFRIGERATOR
- ALL decals, stickers, etc. removed from walls, doors, ceiling, floors, desks, dressers, windows and cabinets
- ALL tile and linoleum floors must be swept and mopped
- ALL carpets must be cleaned
- ALL counter tops in kitchen and bathroom must be wiped clean
- ALL cabinets in kitchen and bathroom must be cleaned inside and out
- Hood fan, filter and surrounding area (i.e. walls and countertops) must be free of grease
- Please throw away any broken furniture, items, toys or unusable items into the dumpster DO NOT use the laundry give-away tables as a place to leave these items behind. *See Personal Possessions section for charge information*
- Remove all items from outside patios and doorsteps, such as toys, strollers and bicycles *See Personal Possessions section for charge information*

Turn in the following items to the family housing office staff at the time of your check out or prior to 8:00pm on your vacate date:

- All apartment keys: \$45 charge if all keys not returned
- All mail box keys: \$20 charge if all keys not returned
- All parking permits: \$10 charge for each permit not returned